

13 September 1963

MEMORANDUM FOR: Chairman, OCR Suggestion Review Panel

SUBJECT : Employee Suggestion ()

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1. The attached Employee Suggestion is forwarded for award consideration.
2. It is difficult to estimate the annual money savings for this suggestion beyond the cost of the spray (\$100.00) and the cost of labor used in the spraying operation (65 hours for GS-5 - \$143.00). However the cost for installing proper outlets to correct the ventilation deficiencies might run into several hundred dollars. The requisition for this work has now been canceled.
3. The important savings here, I believe, is the elimination of a personnel irritant. Incidentally, the print on the cards made by this ribbon is clearer and consequently prints better than the present.
4. I recommend an award of \$50.00 be made for this suggestion in consideration of the benefits which the Agency will receive.

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Chief, Document Division